



**GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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**CULTURE AND ARTS COMMISSION  
MEETING AGENDA  
Thursday, November 19, 2020 • 6:30 p.m.**

**WELCOME TO OUR COMMISSION MEETING**

**Zoom Meeting Details:**  
Please click this URL to join.  
<https://sanbruno-ca-gov.zoom.us/j/94002307438>

**Password:**  
**465594**

**Or join by phone:**  
**US: +1 669 900 9128**  
**Meeting ID:**  
**940 0230 7438**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlf, Vice Chair Pamela Gamble, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, Melodie Tobin.
  2. **PLEDGE OF ALLEGIANCE:**
  3. **REVIEW OF AGENDA:**
  4. **ACCEPTANCE OF THE MINUTES:** October 15, 2020
  5. **CONSENT CALENDAR:**
  6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (*Note:* Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
  7. **UNFINISHED BUSINESS:**
    - a. Discuss potential of 2021 holidays home decorating contest
    - b. Review report on Library Art Gallery Refurbishment
  8. **NEW BUSINESS:**
    - a. Introduction of Ann Mottola, Community Services Director (Oral)
    - b. Receive Presentation and Discuss Potential for San Bruno StoryWalk
  9. **ITEMS FROM COMMISSION MEMBERS:**
  10. **ITEMS FROM STAFF:**
    - a. Recreation and Aquatic Center Advisory Committee Update
  11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, January 21, 2021 at 6:30 p.m.

**\*\* POSTED PURSUANT TO LAW \*\***



**MEETING MINUTES**  
**Culture and Arts Commission**  
**October 15, 2020**

1. **CALL TO ORDER/ROLL CALL:** **Commissioner George** called the meeting of the Culture and Arts Commission to order at 6:41 p.m. Commissioners Present: Vice Chair Gamble (late), Jeanne George, Pamela Madden, Janet Monaghan, and Judith Puccini. Excused Absence: Chair Rohlfs and Melodie Tobin. Staff Present: Barbara Bruxvoort, Wilma Lee, and Tim Wallace.
2. **PLEDGE OF ALLEGIANCE:** **Commissioner Madden** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from September 17, 2020. **MSC Madden/Monaghan.** Accepted 4-0-3.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** **Plymouth Ansbergs** stated that she printed a mural on her garage door. She stated that there is interest in murals in downtown San Bruno.
7. **UNFINISHED BUSINESS:**
  - a. Consider options for culture and arts opportunities during shelter-in-place – **Acting Director Wallace** stated that he and City Manager Grogan believe that bands playing outside in-person will be a magnet for gatherings. **Library Services Manager Bruxvoort** presented some virtual program series options and musical performers that the Commission might like to sponsor. **MSC Madden/Monaghan** to accept all options presented. Accepted 4-0-3.
  - b. Discuss potential of 2021 holiday's home decorating contest – **Acting Director Wallace** stated that Chair Rohlfs asked to have this put on the agenda. Since Chair Rohlfs wasn't at the meeting, this item was tabled to the next meeting.
  - c. Review online art map on Commission's webpage – **Acting Director Wallace** showed the art map which is now live on the Commission's webpage. Thanks to Wilma Lee for her work on this project.
8. **NEW BUSINESS:**
  - a. Review Content of 2019/2020 Annual Report to City Council – **Acting Director Wallace** stated that Chair Rohlfs will present at the City Council meeting on October 27. Commissioners discussed the content.
  - b. Proposal to cancel December 17 meeting – **Acting Director Wallace** stated that every year the Commission doesn't meet in December. **MSC Gamble/Madden.** Accepted 5-0-2.

9. **ITEMS FROM COMMISSION MEMBERS:** None.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** With no other business to be conducted, **Commissioner George** adjourned the meeting at 7:35 p.m.

DRAFT



**CITY OF SAN BRUNO**

Community Services Department

**DATE:** November 19, 2020  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Discuss Potential of 2021 Holidays Home Decorating Contest

**BACKGROUND:**

Chair Rohlf requested items be added to the October agenda regarding the potential of the Commission to host a home decorating contest for 2021 holidays.

**DISCUSSION:**

Potential holidays for a contest to be held would include Halloween and the end-of-year holidays. There would be potential for a prize for winners.

**FISCAL IMPACT:**

None at this time, but could potentially include any cost for prizes.

**ATTACHMENTS:**

None.



**DATE:** November 19, 2020

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Acting Community Services Director

**SUBJECT:** Integrated Art Gallery Hanging and Lighting System

**BACKGROUND:**

At the July 2019 Commission meeting Vice-Chair (now Chair) Rohlf brought forward an informal proposal to improve and expand the Library's Art Gallery space. Chair (now Vice-Chair) Gamble created a subcommittee consisting of Vice-Chair (now Chair) Rohlf and Commissioner Monaghan to further study the issue and bring forth a formal proposal.

The subcommittee presented a formal proposal at the November 2019 Commission meeting. The major facets of the proposal included the installation of track lighting, painting of the Library mezzanine façade and pillars, and expansion of the overall gallery space.

The Commission voted to move forward with a project cost estimate. Flowers Electric later provided staff an estimate of \$13,477 to install electrical and lighting to the gallery area. However, certain practical issues arose in staff discussions with Flowers such as the extreme height that would be required for the proposed lighting and how the lighting units could be accessed for maintenance and adjustment without specialized equipment.

**DISCUSSION:**

Staff researched other lighting options and determined that if this project moves forward, the best course would be to remove the existing eight year old gallery hanging system with an integrated gallery hanging and lighting system.

With an integrated hanging and lighting system, the lighting units are built to fit a specially sized rail for hanging. Each lighting unit would attach directly to the hanging system's rails. Each unit could easily be removed and reattached anywhere along the rail. The lighting units would also be fully adjustable to account for varying sizes and heights of art works.

The lighting units that come with an integrated hanging and lighting system are specifically designed for art installations. This means the lighting units are small and slim in design. They are intended to highlight art, rather than detract from it.

Staff contacted a firm that produces integrated hanging and lighting systems. The firm estimated the cost of an integrated system would be approximately \$2,600 - \$3,000. The services of an electrician would still need to be employed to extend electrical service to hanging system's rails in order to power the lights.

Because there would be a purchase of an entirely new hanging system, there will potentially be an increase in the cost estimate of the overall project. However, considering the practical issues regarding accessing lighting that is separate from the hanging system, staff recommends that if this project moves forward, it include the purchase of an integrated gallery hanging and lighting system.

#### **FISCAL IMPACT:**

None at this time, but potentially up to \$18,000.

#### **ATTACHMENTS:**

Photos of a sample integrated gallery hanging and lighting system.









**DATE:** November 19, 2020

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Community Services Superintendent  
Barbara Bruxvoort, Library Services Manager

**SUBJECT:** Potential for a San Bruno StoryWalk Project

**BACKGROUND:**

StoryWalks bring children's books to parks. Pages from a book are printed onto signs and placed along a path for children and their families to read as they explore their park.

For the past four years, San Francisco Public Library has brought a StoryWalk project to the Golden Gate National Recreation Area in partnership with the Golden Gate National Parks Conservancy and Chronicle Books.

**DISCUSSION:**

According to the project manager for the Golden Gate National Parks Conservancy (GGNPC), last year's San Francisco StoryWalk, installed at Land's End, included 21 panels. The cost of fabrication of signs and materials cost about \$3,500. San Bruno would have to add in cost of installation (to be determined by San Bruno Parks Division), and set aside another \$1,000 in reserve for maintenance and repair (in case a sign is vandalized or stolen).

The project manager for GGNPC is willing to share the design specifications with us as long as we provide proper credit.

The time period of an installation in San Bruno would be related to needs of the park chosen and permissions of the publisher. San Francisco currently has two stories with installation in three different locations.

The San Bruno Library already uses an annual featured book as a Summer Reading theme, so if San Bruno were to move forward with the SFPL/GGNPC featured title for 2021 we would be in concert with the theme for the San Bruno Library Summer Reading program.

If the Commission expresses interest in further exploring a StoryWalk in San Bruno, staff will prepare a detailed proposal including exact costs to be presented at the Commission's January meeting. If the Commission approves the proposed project, it would then be presented to the Parks and Recreation Commission for consideration. If approved by the Parks and Recreation Commission, the proposal would then move to the City Council for consideration.

**FISCAL IMPACT:**

None at this time, but potentially \$3,500-\$5,000.

**ATTACHMENTS:**

None